

Town of Scituate, MA
POSITION DESCRIPTION

Position Title: Public Health Director

Statement of Duties

Professional, administrative, supervisory and technical inspection work in planning and managing the town's public health, disease control programs, promotion of sanitary conditions, protection of the environment from damage and pollution, and enforcement of public health and environmental laws and regulations; represents department in public forums; performs all other related work as required.

Supervision

Works under the supervision of the Town Administrator who outlines town program objectives, assignments responsibilities and evaluates performance. Receives health policy direction from the Board of Health and refer problem situations to Board in accordance with state, federal and municipal policies and objectives; establishes individual and department short and long-range plans and objectives, owns performance standards and assumes direct accountability for department results and independently determining if situations warrant attention of Town Administrator or Board of Health. The work consists of the practical application of a variety of concepts, practices, and specialized techniques relating to a professional or technical field

Employee provides department level supervision two (2) staff.

Performs varied, responsible duties requiring comprehensive knowledge of public health laws and regulations. Must exercise judgment and initiative in carrying out the policies and objectives of the department.

Job Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the position. Work is generally performed under typical office conditions with work subject to substantial seasonal or cyclical fluctuations. The noise level in the office is usually quiet. Inspections work is performed under varying conditions with frequent exposure to weather conditions and hazards associated with construction sites; potential exposure to communicable diseases, and hazardous waste. At times required to work beyond normal working hours to attend night meetings, weekends, or in response to emergencies. Duties included department level responsibility for technical processes, service delivery, contribution to municipal wide plans, and objectives and fiscal responsibility for the department.

Operates a computer, and general office equipment.

Makes regular contact with municipal employees, Board members and staff in all departments; makes constant contact with the public and frequent contact with health care professionals and government organizations as well as attorneys, developers, contractors, and outside vendors doing business with the Town. Contact is by telephone, in person and by correspondence.

Employee has access to confidential information such as criminal investigations, and other sensitive department information.

Errors in either technical application of recognized public health inspection procedures or administration could be difficult to detect and may result in inadequate conditions of sanitation and the spread of contagious diseases, excessive monetary loss, adverse public relations, reduced levels of service, and delay in the provision of services; could have legal and/or financial repercussion for the town.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Formulates and carries out policy established by the Board of Health. Recommends changes and improvements in operations as warranted or needed.

Enforces federal, state and local public health and environmental laws and regulations in accordance with respective statutes, regulations, and policies. Represents the Board of Health in the normal course of conducting business and in emergencies with other Town departments and outside agencies.

Creates and maintains programs and procedures for improved methods of record systems, licensing, control, inspections, program evaluation and fee collection to monitor the health status of the population and to assure the quality of the town's public health. Receives, routes, and keeps track of citizen public health service requests and complaints.

Reviews, witnesses and inspects septic systems in accordance with the state Title V regulation. Inspects individual sewage disposal systems, and advises owners of proper disposal. Investigates private water supplies for conformance with state and local regulations.

Reviews subdivision plans, plans for on-site sewage disposal systems and public drinking water wells.

Insures that the Department works as a team to safeguard against communicable diseases, unsanitary conditions, and foreseen and unforeseen emergencies.

Coordinates and develops the community nursing program, making adjustments in service activities as required.

Inspects houses, schools, nursing homes, camps, recreational areas, swimming areas, disposal of solid waste, restaurants, food service establishments, outdoor fairs/festivals, or other areas in response to complaints; investigates complaints, initiates actions to correct hazards dangerous to the public health. Supervises the observance of quarantine regulations or other communicable disease follow-up; organizes and assists in the administration of clinics and other prevention programs. Conducts various types of public health training for various organizations.

Oversees the provision of potable water supplies to the public in accordance with state and federal laws and regulations.

Prepares official documents, reports and correspondence to ensure compliance with local and state laws, policies and regulations; maintains detailed and accurate records including the preparation of reports detailing the results of inspections conducted.

Prepares and administers annual operating budget, and preparation of department's annual report. Assures that departmental responsibilities are performed within budget; monitors revenues and expenditures, performs cost control activities.

Collaborates with other Town departments on health matters; reviews and approves inspection reports, school health, water and sewer; oversees follow-up to assure compliance and enforcement actions as necessary.

Coordinates clinics and other community health related activities.

Prepares grant applications; works with outside agencies, public safety departments and others to assure health needs are met during emergency situations. Works with CERT and SANDS community groups on preparedness and operation of Town's emergency shelter.

Investigates and submits reports to the appropriate agency regarding reports of communicable diseases.

Recommended Minimum Qualifications

Education and Experience

Bachelor of Science Degree in public health, community nursing, sanitary or biological sciences, or related field, certification as a Health Officer preferred; minimum four (4) years of experience in a public health program with at least one year in an administrative capacity involving state environmental or public health code inspections and enforcement, or any equivalent combination of education and experience demonstrating the knowledge and ability to perform the duties of the position.

Special Requirements

State Registration as a Sanitarian
Lead Determination Inspector
Valid Massachusetts Driver's License
Certified Soil Evaluator
Certified Food Protection and Pool Operator
Certified Code Enforcement Public Health Lead Paint Determinator

Knowledge, Ability and Skill

Knowledge: Thorough and expert knowledge of the federal, state and local laws, rules and regulations pertaining to environmental and public health. Thorough knowledge of approved methods and equipment used in handling food and milk. Thorough knowledge of current inspection and disease control procedures. Ability to analyze and interpret complex and technical data

Ability: Ability to enforce and interpret regulations firmly, tactfully, and impartially. Ability to communicate effectively, orally and in writing. Ability to use a computer. Ability to interpret legal documents, including statutes and regulations and building plans. Ability to work with others in a teamwork approach to accomplishing tasks.

Skill: Excellent planning and organizational skills. Excellent employee relations and customer skills and ability to handle multiple tasks. Basic business, mathematical, spelling and negotiations skills. Strong interpersonal skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Minimal physical effort generally required in performing administrative inspection duties; moderate physical effort required when conducting field inspections during all types of weather conditions. Position requires the ability to operate a keyboard and standard office equipment. The employee is frequently required to use hands to finger, handle, or feel objects, tools or controls and to reach with hands and arms. Occasionally employee may be required to lift up to 30 lbs. The employee is frequently required to sit, talk, listen and hear as well as walk for extended periods. Normal vision requirement but required to distinguish colors.

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to changes by the employer as the needs of the employer and requirements of the job change.

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